

TEXAS STATE BOARD OF PLUMBING EXAMINERS (TSBPE)
JOB VACANCY ANNOUNCEMENT

Accountant IV

929 East 41st Street
Austin, TX 78751

Job Title:	Accountant IV	Closing Date:	Open until Filled or Closed
Class Code/Salary Group:	1018/B19	FLSA Status	Non-Exempt
Posting Number:	10/20-456-03	Schedule	Full-Time
Reports to:	Director of Financial Operations	Division:	Finance
Annual Salary:	\$4,500 – \$4,900/Monthly	Travel:	5%
Benefits:	Excellent benefits provided; numerous elective benefits are available.		

GENERAL DESCRIPTION

The Accountant IV performs routine complex journey level accounting work. The Accountant will serve as the primary staff accountant and processes agency financial transactions using the Uniform Statewide Accounting System and Centralized Accounting and Payroll/Personnel System (USAS and CAPPS), maintains records, and prepares various filings and financial/related reports. The position may coordinate or contribute to additional responsibilities. All responsibilities are performed under the general supervision of the Director of Financial Operations with moderate latitude for initiative and independent judgment. Strict confidentiality of data must be practiced at all times. Because TSBPE is a small agency of 38 FTEs, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary. Full-time employment (40 hours per week) is required. Attendance and punctuality are required work attributes, must maintain an 87% attendance and punctuality rate based on an average 50-week work year and adheres to their assigned schedule including shift start/end times, breaks and lunches.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: Army: 36B, 89A, 36A, 70C, 36, 89, 70. Navy: LS, 310X, 651X, 751X, SK, 420, 020, 30, 31, 32, FIN10. Marines: 3451, 3402, 3404, 3408, 8844, 34, 88. Air Force: 6F0X1, 654A, 6SFX, 65WX, 6F, 6S.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

ESSENTIAL JOB FUNCTIONS

- Prepares and enters purchase, interagency, refund, travel, and cancellation vouchers into the Centralized Accounting and Payroll/Personnel System (CAPPS) and Uniform Statewide Accounting System (USAS).
- Ensures that purchase, interagency, refund, travel, and cancellation vouchers are processed and coded according to Agency policies and the Texas Comptroller of Public Accounts rules and procedures.
- Prepares daily revenue batches for all money received by the agency.
- Prepares and enters into the Uniform Statewide Payroll System (USPS) all accounting payroll changes.
- Processes, enters, and maintains leave accounting for the agency.
- Maintains employee records; serves as the Benefits Coordinator for the agency.
- Administers and supports the Employee Information System.
- Monitors, tracks, and clears default and suspense funds.
- Assists with inventory of agency property.

- Maintains accurate and well-organized accounting files and records.
- Ensures assigned activities are performed quickly, accurately, and in compliance with all applicable state policies and procedures.
- Coordinates Worker's Compensation Insurance and Unemployment Insurance.
- Support team members and agency by assisting with other duties as assigned.
- May train others.

MINIMUM QUALIFICATIONS

- Ability to use specialized applications successfully (e.g., CAPPS, USAS, USPS, TINS, SIRS).
- Ability to maintain strict confidentiality of sensitive information.
- Ability to follow and enhance agency protocols.
- Knowledge of Texas Comptroller of Public Accounts policies and procedures controlling expenditures.
- Ability to work accurately with numerical data.
- Ability to accurately analyze, interpret, and present accounting/financial data.
- Ability to understand and apply principles of financial management and government accounting.
- Coordinate, collaborate and employ good interpersonal skills; demonstrate a positive outlook.
- Ability to think critically, maintain objectivity, and use sound reasoning to determine course of action.
- Ability to complete tasks with appropriate levels of independence and attention to detail.
- Skill in using business tools successfully (e.g., Word, Excel, Internet Explorer, Email, Desktop pc).
- Ability to manage concurrent projects to meet deadlines and adapt to changing priorities and deadlines.
- Strong problem-solving skills.
- Strong oral and written communication skills.
- Ability to be punctual, prepared, and have regular attendance.
- Ability to occasionally work overtime (more than 40 hours per week) during nights, weekends, or holidays if necessary to complete time-sensitive work products.
- Work at a computer and desk for extended periods of time.
- Ability to embrace and promote TSBPE mission, core values, policies, procedures, and processes.
- At least three years of full-time work experience actively performing financial services which may include one or more of the following responsibilities: assisting with agency financial reports, preparing/filing federally-required financial reports (e.g., 941s, W2s) and general financial record keeping/auditing. At least two years of experience using the USAS, CAPPS, USPS, SIRS, and TINS.

PREFERRED (NOT REQUIRED) QUALIFICATIONS

- Graduation from an accredited four-year college or university with degree in accounting, finance, business administration, or related field is preferred. Education and experience may be substituted for one another.
- Examples of an applicant's work product and/or copies of transcripts may be required as a condition of interview. Finalist may be given a work-related exercise. The person hired may be required to submit official transcripts. Credentials earned at foreign colleges and/or universities must have been evaluated by an acceptable entity and must be equivalent to credentials awarded by U.S. regionally accredited institutions of higher education.

SCHEDULE

Work hours Monday through Friday from 8:00 a.m. – 5:00 pm. May occasionally be required to work additional hours including evenings or weekends.

HOW TO APPLY

The Texas State Board of Plumbing Examiners (TSBPE) accepts applications for posted vacancies only. Submit one State of Texas Application for each position in which you are interested. **NO PHONE CALLS or FAXES, PLEASE.**

Resumes are accepted, but not in lieu of the State of Texas application. A State of Texas Application with "see resume" within the summary of experience is considered incomplete.

SUBMIT A SIGNED STATE OF TEXAS APPLICATION BY EMAIL TO: info@tsbpe.texas.gov
State of Texas applications can be downloaded from <http://www.twc.state.tx.us/jobs/gvjb/sota.html>

IMPORTANT: Follow the instructions at the above internet address on how to complete download and save the State of Texas Application for Employment. Only signed completed State of Texas Applications sent via email in a PDF formatted file will be considered.

Applications will be screened for minimum qualifications. The highest qualified candidates will be contacted for further consideration and the possibility of an interview. Skill demonstrations or work simulations will be part of the selection process. Copies of transcripts or diplomas will be requested. Only applicants who are interviewed will receive notification of selection results.

Due to the nature of TSBPE business a background investigation will be conducted, prior to an offer of employment, to determine criminal history.

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. TSBPE participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to confirm work authorization.

Male candidates between the ages of 18 to 25 will be required to show proof of Selective Service System Registration or Exemption.

Please contact Human Resources if you require special accommodations during the application or selection process.

Employment with TSBPE is covered by the Fair Labor Standards Act (FLSA).

TSBPE is an "employment at-will" agency.

Applicants must fully complete the summary of experience on the State of Texas application to determine if minimum qualifications are met.

VETERANS: We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

In compliance with the Americans with Disabilities Act (ADA), TSBPE will provide reasonable accommodation during the hiring and selection process for qualified individuals with a disability. If you need assistance completing the on-line application, contact via email at info@tsbpe.texas.gov. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

CLEAN AIR POLICY IN EFFECT

AN EQUAL OPPORTUNITY EMPLOYER

TSBPE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.